



## IN THIS ISSUE:

### Page 2:

#### Staff Changes

Privacy Act proposed changes

FIS website

PDSD Bulletin #10-05

### Page 3:

#### InfoSec News

Security Briefing Schedule

### Page 4:

#### Security Professionals Seminar

PDSD Bulletin #10-06

OPM e-QIP Training

### Page 5:

#### National Security Reinvestigations

Contact Information

## Proposed FY11 Investigation Product Line from OPM

OPM and its partners are working on a tiered model for both security and suitability investigations, and position designation guidance that assists agencies in selecting the appropriate investigative level for their position. Standardizing the investigation levels based on position designations consistently across the government will not only help streamline the initiation process, but it will improve the ability to accept reciprocity from one agency to another.

The continuous evaluation process will lead to more frequent investigations of cleared individuals to ensure continuing eligibility for access to classified information thereby reducing risk to national security, and Periodic Reinvestigation for those in public trust positions.

The revised Federal Investigative Standards is planned to be announced in December 2010. The proposal currently stands as follows for initial investigations:

**LOW RISK** (1) positions use the SF85 for a **NACI**.

**NONCRITICAL SENS/SECRET** (civilian) positions use the SF86 for an **ANACI**.

**CRITICAL SENS/TOP SECRET** positions use the SF86 for an **SSBI**.

**SPECIAL SENS/TS-SCI** positions use the SF86 for an **SSBI**.

**MODERATE RISK** positions use the SF85P for an **MBI**.

**HIGH RISK** positions use the SF85P for a **BI**.



## Staff Changes

Arviet Thorpe departed PDSD for a lateral personnel security position with Office of the Inspector General (OIG) on June 4, 2010.

Questions regarding access to webSETS should be directed to Stephen Milinovich at [Stephen.milinovich@dm.usda.gov](mailto:Stephen.milinovich@dm.usda.gov).

Questions regarding issues in e-QIP should be directed to Opal Jones at [opal.jones@dm.usda.gov](mailto:opal.jones@dm.usda.gov).

Lucy Lew is now our e-QIP forms processor. She can be contacted at [lucy.lew@dm.usda.gov](mailto:lucy.lew@dm.usda.gov).

The *Automated Tool for Position Designation* will soon be posted in the OPM Secure Portal for all authorized users to access! The system will be updated as soon as the new tiered investigation products have been implemented by OPM.

Details to come...



## *PDSD Bulletin #10-05: Revised Request for Personnel Security Services, AD-1187*

All personnel security requests must be submitted on the AD-1187 that was revised in May 2010. This revised form includes new statements to the first action block to ensure that PIPS is checked prior to requesting an initial investigation, that security clearance justification forms (AD-1188) accompany internal transfers, and that reciprocity requests do not occur if there has been a break in service for more than two years. It is the responsibility of the agency point-of-contact to ensure that no break in service of more than two years has occurred when submitting a reciprocity request to PDSD.

View this bulletin at <http://www.dm.usda.gov/pdsd/bulletins.htm>.

## **PRIVACY ACT of 1974: Update and Amend System of Records**

OPM has proposed to amend OPM/Central-9, Personnel Investigations Records contained in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a). You can view this proposal in the **Federal Register** at <http://edocket.access.gpo.gov/2010/pdf/2010-12132.pdf>.

These proposed changes will become effective June 29, 2010, unless OPM receives comments that result in a contrary determination.



## **The New and Improved Federal Investigative Services Website at [www.opm.gov/investigate](http://www.opm.gov/investigate)**

On this OPM-FIS website you will find:

- **AGENCY TRAINING EVENTS** for HR/security personnel
- **FIS EVENTS** and news about FIS policy and systems changes
- **Federal Investigations Notices** and other regulation resources
- **Suitability and adjudications references**
- **General investigation guidance**
- **Links** to the e-QIP and the OPM Investigative Services Secure Portal

The website is intended to increase communication between OPM-FIS and other Federal agencies, as well as create transparency between the Federal Government and the public.

## **InfoSec News:**      **Requests for “Secure Rooms”**

Recently there has been an increase in requests for secure rooms where classified information may be stored, discussed, or potentially processed. Several agencies are going to physically move their offices to new locations and are taking the opportunity to initiate this process.

The Office of Homeland Security and Emergency Coordination, Personnel and Document Security Division (OHSEC/PDSD) is an integral part of this process. OHSEC/PDSD requires notification at the beginning of the planning stages to ensure that all parties connected to this process are advised of their responsibilities and will act as a guide along the way to cover all of the bases to achieve the certification required to have a secure room. To initiate such a process:

- Email OHSEC/PDSD: Contact Keith McElfresh, Chief of the Information Security Staff at [keith.mcelfresh@dm.usda.gov](mailto:keith.mcelfresh@dm.usda.gov) Information Security Specialist, Karen Maguire at [karen.maguire@dm.usda.gov](mailto:karen.maguire@dm.usda.gov) or call our main number at (202) 720-7373 and schedule an appointment with our Security Assistant, Kelly Panganiban.
- Schedule a Meeting: Coordinate a time to meet with the PDSD staff. At this meeting have any available drawings that show the location, floor, office location, points of contact, and a solid proposal for what classified work the office will need.
- Issues to Consider: Physical Security, Information Security, GSA containers, Secure Telephone Equipment (STE), End of Day Checks, and, an assigned (cleared) security administrator are all part of the initial process to consider.
- Space Allocation: PDSD will only certify a space that has four walls and true floor to true ceiling construction with a solid door that meets specific security standards. Cubes or “tall cube-like” offices that are found in some of the newer offices buildings do not meet this standard and will not be certified for classified work. Often, conference rooms are utilized to meet the required standard.

PDSD is here to advise and guide this process along to ensure that the space selection, physical security requirements, and protection of classified information meet the requirements set forth in DM-3440-001 and Executive Order 13526.

If you are considering such an endeavor, please contact our office and set up an appointment to discuss this process. Getting in touch with PDSD in the beginning of this process will save time and most importantly, money.



### **Security Briefing Schedule**

June 30<sup>th</sup>

July 14<sup>th</sup>

July 28<sup>th</sup>

August 11<sup>th</sup>

August 25<sup>th</sup>

**All briefings are held at 11am in the South Building in room S-310. Reservations must be made through the assigned adjudicator.**

## Security Professionals Seminar

The Security Professionals Seminar (SPS) is scheduled for **November 30<sup>th</sup> and December 1<sup>st</sup> 2010**, at Tyson's Corner in Vienna, VA. This annual seminar is conducted by the Office of Personnel Management, Federal Investigative Services (OPM-FIS) in order to provide training and guidance on OPM-FIS operations, procedures, and policy.

This year the SPS will provide information on the Joint Reform initiatives which include the new Standard Form 86 and reciprocity. Additionally, use of OPM systems such as the electronic Questionnaires for Investigations Processing (e-QIP), Central Verification System (CVS), and Fingerprint Transaction System (FTS) will be discussed.

More details to come...

### e-QIP Training from OPM

PDSD will no longer conduct e-QIP training as this training is already offered by OPM.

Courses are every Wednesday and Thursday from 9-3:30/4:00 in Arlington, VA. For more information and to obtain the registration form, contact Mr. Bill Abell at (703) 603-0575 or via email at [William.Abell@opm.gov](mailto:William.Abell@opm.gov).

If agency users (not applicants) are unable to access the e-QIP agency website, or are experiencing other technical problems, please call the OPM Help Desk at (866) 631-3019.

All applicants should contact their local personnel security or human resource POC to obtain Golden Question resets, e-QIP support, or forms assistance.

## PDSD Bulletin #10-06

## Standards for Issuing Identity Credentials under HSPD-12

Homeland Security Presidential Directive (HSPD) 12 directed the Department of Commerce to develop a standard for secure and reliable forms of identification used to access Federally controlled facilities and information systems, and directed executive departments and agencies to have a program in place to ensure that their issuance of identity credentials to employees and contractors meets the standard.

On July 31, 2008, OPM issued a memorandum to Heads of Departments and Agencies, titled *Final Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12*. The *Final Credentialing Standards* memorandum sets out a set of minimum standards (the "HSPD-12 credentialing standards") that must be used to determine initial eligibility for an identity credential under HSPD-12. The standards list six instances in which identity credentials may not be issued, which are related to the counter-terrorism, information security, and identity verification concerns to which HSPD-12 is directed.

The memorandum also provides a set of "supplemental credentialing standards" that agencies may use when a candidate for an identity credential is not subject to a security clearance determination or a determination of suitability or fitness for Federal employment or to work on a Federal contract.

The seven supplemental credentialing standards address whether issuance of the identity credential to the candidate poses an unacceptable risk to the life, safety, or health of employees, contractors, vendors, or visitors; to the Government's physical assets or information systems; to personal property; to records, including classified, privileged, proprietary, financial, or medical records; or to the privacy of data subjects.

Under E.O. 13467, individual agencies **do not** have the authority to prescribe their own credentialing standards. Accordingly, the *Final Credentialing Standards* are exclusive.

Final Credentialing Standards:  
[http://www.opm.gov/investigate/resources/final\\_credentialing\\_standards.pdf](http://www.opm.gov/investigate/resources/final_credentialing_standards.pdf)

Decision Making Guide:  
[http://www.opm.gov/investigate/resources/decision\\_making\\_guide.pdf](http://www.opm.gov/investigate/resources/decision_making_guide.pdf)

## National Security Reinvestigations

Periodic reinvestigations are required by OPM regulation. Employees holding TOP SECRET, SECRET, and CONFIDENTIAL security clearances are currently subject to reinvestigation as follows:

<u>Clearance Level</u>	<u>Reinvestigation Required</u>
Top Secret (or Critical Sens)	5 Years from the Closing Date of the Last Investigation
Secret (Non-Critical Sens)	10 Years from the Closing Date of the Last Investigation
Confidential	15 Years from the Closing Date of the Last Investigation

Agencies are urged to initiate the periodic reinvestigation in e-QIP a few months before the closing date of the last investigation. Failure to timely schedule periodic reinvestigations could result in access denial to classified information or meetings.

Recently, each Security Point-of-Contact (POC) was sent a list of overdue national security investigations for their agency. WebSETS allows for each agency to pull this data themselves to monitor their own workload and to ensure investigations remain current. However, due to the amount of overdue investigations, it became apparent that some agencies are not regularly using this tool to stay up-to-date.

The lists highlighted any cases that were significantly past due for a reinvestigation. As a result, of those cases underlined, **within 60 days of the email notification**, if PDSD does not have e-QIP forms for processing to OPM, we will automatically debrief the individual and they will no longer be allowed access to classified national security information.

If anyone listed on your overdue reinvestigation report no longer requires a clearance, please notify us as soon as possible **with their new position designation**. The report includes reinvestigations due through June 30, 2010, so please ensure that you continuously monitor your agencies reinvestigations from this point forward.

If you have any questions, please do not hesitate to John Loveless at [john.loveless@dm.usda.gov](mailto:john.loveless@dm.usda.gov) or Carrie Moore at [carrie.moore@dm.usda.gov](mailto:carrie.moore@dm.usda.gov).

USDA/DM/OHSEC/PDSD

1400 Independence Ave, SW

RM S-310

Washington, DC 20250-5050

Phone : (202) 720-7373

Fax : (202) 720-1689

<http://www.dm.usda.gov/pdsd/>

